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ABSTRACT

The Illinois annual program plan for adult education programs under the supervision and administration of the Illinois Office of Education is presented based on the guidelines provided by the Adult Education Act (Public Law 91-230). Presented in seven parts, the plan begins with general information on the administrative agency, funding, and program limitations. Part 2 (dealing with Section 304 of the Act) presents a general description of program policies, procedures, criteria, and objectives. Part 3 (referring to Section 309) outlines the program planning process and describes special experimental demonstration and special teacher training projects. Part 4 presents guidelines and procedures for the approval of programs for special projects, teacher training, and research as provided under Section 306(a) (4), while parts 5 and 6 deal with procedures for project evaluation and program coordination. Target populations are discussed in part 7. Appended materials include: (1) cooperative agreement between the State Department of Public Health and the State Board of Education, (2) administration charts of the State Board of Education, (3) priorities for projects, (4) State maps, (5) Governor's comments, and (6) pertinent sections of the Administrative Review Act. (EC)

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ILLINOIS STATE PLAN FOR ADULT EDUCATION
ADULT EDUCATION ACT, AS AMENDED
(PUBLIC LAW 91-230)

ILLINOIS OFFICE OF EDUCATION

JULY, 1975

CE007144

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION

ANNUAL PROGRAM PLAN

(State-Federal Agreement)

Adult Education Act, as Amended
(Public Law 91-230)

COVER SHEET

☒ Annual Program Plan for Adult Education Programs under Adult Education Act.

☐ Amendment to Annual Program Plan for Adult Education Programs under Adult Education Act.

Submitted by the State of Illinois in accordance with the provisions of the Adult Education Act and the Regulations promulgated thereunder.

Submitted by Illinois Office of Education (Name of State agency) on June 20, 1975 (Date).

By Joseph M. Cronin (Authorized official)

State Superintendent of Education (Title)

To be completed by the Office of Education:

Date on which plan or amendment is effective: 7/1/75.

Approval recommended William L Lewis (Assistant Regional Commissioner) 8/26/75 (Date).

Concurred Charles H Buzzell Acting (Deputy Commissioner for Occupational and Adult Education) SEP 4 1975 (Date).

Approved [signature] (U.S. Commissioner of Education) SEP 04 1975 (Date).

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION

(State-Federal Agreement)

Adult Education Act, as Amended

(Public Law 91-230)

The Illinois Office of Education of the State of
(Officially designated State agency)
Illinois, hereinafter called the State Agency, hereby agrees and assures that this Annual Program Plan which serves as an agreement between State and Federal Governments under the Adult Education Act, will be administered in accordance with the following provisions:

(1) The State Agency will provide support to local educational agencies, public and private nonprofit agencies for special projects, teacher training, and research projects (section 306(a)(4) of the Act).

(2) The State Agency assures that not less than 15% of the annual allotment shall be used for the purposes of section 309 of the Act to provide support for both special projects and teacher training programs.

(3) The State Agency has entered into cooperative arrangements with the State Health Authority, authorizing the use of such health information and services for adults as may be available from such authorities and as may reasonably be necessary to enable them to benefit from the instruction provided pursuant to the Act.

(4) The State Agency will provide for cooperation with Community Action programs, Work Experience programs, VISTA, Work-Study programs, programs designed to provide reading instruction for adults, and other programs relating to the antipoverty effort.

(5) The State Agency will provide for cooperation with manpower development and training programs, including programs under the Comprehensive Employment and Training Act (CETA), and occupational education programs.

(6) The State Agency will ensure that special emphasis will be given to adult basic education programs.

(7) The State Agency will provide such further information and assurances as may be required by applicable regulations.

(8) The State Agency, including its political subdivisions, has available from non-Federal sources for expenditure for adult education, in the fiscal year for which the allotment is made, an amount not less than the amount expended for such purpose from such sources during the preceding fiscal year.

(9) (a) The State Agency assures that the program will be conducted in compliance with all requirements imposed by or pursuant to the regulations in 45 CFR Part 80 to effectuate the provisions of Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352).

(b) The State Agency has submitted or is hereby submitting as an attachment to this agreement the methods of administration to give reasonable assurance that the applicant and all recipients of Federal financial assistance under the annual program plan will comply with all requirements imposed by or pursuant to the regulations in 45 CFR Part 86 (prohibition of sex discrimination) Title IX of the Education Amendments of 1972 (Public Law 92-318).

(10) The annual program plan has been submitted to the Governor for review; and his/her comments (or a statement that no comments have been made) is attached to the plan. Any amendments to this plan, as well as other periodic reports required under the program, if any, will be submitted for the Governor's review. The Governor's comments (or a statement that no comments were made) will accompany the materials when they are submitted to the U.S. Office of Education.

(11) Assurance is hereby given that the total annual expenditure of Federal funds for adult secondary education shall not exceed 20 percent of the total annual allotment granted to the State under section 305 of the Act.

(12) Assurance is hereby given that special assistance will be provided for persons of limited English-speaking ability by providing bilingual adult education programs, in accordance with the criteria specified in § 166.12(e) of these regulations.

(13) Assurance is hereby given that not more than 20 percent of total expenditures (from Federal funds and State and local matching funds) for any fiscal year for the purposes of this Act shall be used for adult basic education or adult secondary education programs for institutionalized adults.

(14) The program for the use of grants has been developed by the State Agency in accordance with section 306 of the Act and affords assurance for substantial progress with respect to all segments of the adult population and all areas of the State toward carrying out the purpose of the Act and applicable regulations.

(15) The State Agency assures that it will not approve an application for a program of instruction unless it determines that the program will (a) utilize qualified administrative personnel and instructional staff, adequate facilities, equipment, materials, and guidance and counseling services; (b) provide effective recruitment and retention of participants in adult education programs; and (c) provide for effective administration and supervision and assure efficient and economical operation in providing an adequate learning environment.

(16) The State Agency assures that it will constantly monitor the performance of all activities supported under the Act to assure that adequate progress is being made toward achieving the goals of the grant. This review shall be made for each function or activity of each grant as set forth in the approved annual program plan.

(17) The State Agency will submit for approval by the U.S. Commissioner of Education an annual program plan, in accordance with section 434(b)(1)(A)(V) of the General Education Provisions Act. Such annual program plan will include a certification by the State's Attorney General or other appropriate official, as specified in § 166.14 of the regulations.

Such program for use of grants is set forth in The School Code of Illinois and the Annual Program Plan
(Name of document)
which is attached hereto.

Illinois Office of Education
(State Agency)

100 North First Street

Springfield, Illinois 62777
(Address)

By: Joseph M. Cronin
(Signature of authorized official)

6/20/75
(Date)

State Superintendent of Education
(Title)

WILLIAM J. SCOTT
ATTORNEY GENERAL
STATE OF ILLINOIS
SPRINGFIELD
62706

CERTIFICATE OF LEGAL AUTHORITY

I hereby certify that the Illinois Office of Education is the State agency authorized by State law for administration of the State Plan for Adult Education programs under the Adult Education Act, as amended (Public Law 91-230) or for supervision of the administration of the Plan; and that such State agency has authority under State law to develop, submit and administer or supervise the administration of the Plan and that the official title of the Officer authorized to submit the State Plan is the State Superintendent of Education.

June 17, 1975
(Date)

William J. Scott
William J. Scott
Attorney General
State of Illinois

1.0 General

1.1 State Agency

1.1.1 Name of State Agency

The legal name and official address of the State Agency for the administration or for the supervisions of the administration of the Plan is:

The Illinois Office of Education
100 North First Street
Springfield, Illinois 62777

The Illinois Office of Education will be the sole agency responsible for administration of the Plan or for the supervision of the administration of the Plan.

1.1.2 Official Title of Office

The official title of the Official of the State Agency authorized to submit the Plan and amendments thereto is:

The Illinois Office of Education
100 North First Street
Springfield, Illinois 62777

1.1.3 Authority to Administer

The Illinois Office of Education is the sole agency responsible for the administration thereof by local education agencies, and has all necessary power to cooperate with the United States Office of Education in the administration of the State Plan. Throughout this plan, any referral to the "Illinois Office of Education" refers to this Official State Office.

1.1.4 Available Funds from Non-Federal Sources

The State Agency shall have available from non-federal sources

for expenditure for adult education in the fiscal year for which the allotment is made, and amount not less than the amount expended for such purpose from such sources during the preceding fiscal year.

1.2.0 Local Educational Agency

The term "local educational agency" means a public board of education or other public authority, including public community colleges, legally constituted within the State for either administrative control or direction of public schools in a city, county, township, school district, or other political subdivision of the State, or such combination of school districts or counties as are recognized in the State as an administrative agency for its public schools, except that, if there is a separate board or other legally constituted local authority having administrative control and direction of adult education in public schools therein, such term means such other board or authority.

1.3.0 Limitation

No grant may be made under this title for any educational program, activity, or service related to sectarian instruction or religious worship, or provided by a school or department of divinity. For purposes of this section, the term "school or department of divinity" means an institution or a department or branch of an institution whose program is specifically for the education of students to prepare them to become ministers of religion or to enter upon some other religious vocation, or to prepare them to teach theological subjects.

2.0 Programs Under Provisions of Section 304 of the Act

2.1 General Description of Programs

The general purpose of the program in adult education will be to expand educational opportunity and encourage the establishment of programs of adult education that will enable all adults to continue their education to at least to the level of completion of secondary school thus making available the means to secure training that will enable them to become more employable, productive, and responsible citizens; thus, causing them to be less likely to become dependent on others, to improve their ability to benefit from occupational and homemaking training, and to otherwise increase their opportunities for more productive and profitable employment, making them better able to meet their adult responsibilities.

2.1.1 Adult Secondary Education

The total annual expenditure of federal funds available under this part for adult secondary education shall not exceed 20 percent of the total annual allotment of federal funds granted to the state under Section 304 of the Act. Each program proposal submitted under provisions of Section 304 of the Act will be required to show the breakout of all projected program costs attributable to adult secondary education. Further, claims submitted and approved for reimbursement will indicate the specific amount of funds being awarded for costs incurred in adult secondary education. A report of the expenditure of federal funds for this

purpose will be made as a part of the annual financial status report as required by the Department of Health, Education, and Welfare.

2.1.2 Educational Programs for Institutionalized Adults

The state educational agency may use not more than 20 percent of the total funds available for any fiscal year (including state and local funds necessary to earn federal funds, and including any funds brought forward from the prior year allotment) under this part for establishing and carrying out adult basic education programs and adult secondary education programs for institutionalized adults. Each program for institutionalized adults shall be specifically identified by a separate proposal and grant award. A report of the expenditure of funds for institutionalized adults shall be made to the Department of Health, Education, and Welfare as required in the annual financial status report.

2.2 Policies and Procedures for applying Criteria

Program proposals which are developed by local educational agencies and public and private non-profit agencies will be submitted through the Superintendent, Educational Service Region on forms provided by the Illinois Office of Education.

The procedures for developing and submitting proposals under the provisions of this section of the Plan shall be in compliance with the existing policies, laws and statutes governing the working relationships between the Illinois Office of Education and local educational agencies, and public and private non-profit agencies.

Each program proposal will indicate a detailed plan for establishing, improving or expanding adult education programs of instruction pursuant to this Plan. The Illinois Office of Education requires that such instructional program comply with criteria set forth in the following sections of this Plan.

2.3 Policies and Procedures and Criteria for Conduct of the Adult Educational Program under the Provisions of this Act

For the purpose of reviewing proposals which have been submitted by the local educational agency and/or a private non-profit agency for the conduct of the program of adult education under provisions of this Act the following criteria will be considered:

2.3.1 to what extent does the educational agency propose to service those adults with the greatest educational deficiencies which are impairing their ability to obtain employment and to become more productive and responsible citizens;

2.3.2 whether and to what extent does an educational agency propose to service adults including institutionalized persons and persons with limited English speaking ability;

2.3.3 whether and to what extent the program proposal provides for bilingual education and/or English as a second language for the limited English speaking adults in the community to the extent necessary to allow such persons to progress effectively through the adult education program; and to what degree the bilingual adult education program will be carried out in coordination with programs of bilingual education assisted under Title VII of the Elementary and Secondary Education Act of 1965, as amended, and bilingual vocational

education programs under Vocational Education Act of 1963, as amended.

2.3.4 to what extent the need will be met for adult basic education and adult secondary programs in the community to the fullest extent possible with the funds provided by the Act and set forth in accordance with sub-section 166.12 (c) of the Federal Rules and Regulations;

2.3.5 whether and to what extent the program has been planned and developed in conjunction with Community Action Program, Work Experience Programs, VISTA, Work-Study Programs, programs designed to provided reading instruction for adults and other programs relating to the anti-poverty effort;

2.3.6 whether and to what extent the proposed program has been planned and will be conducted in-cooperation with the manpower development and training programs under the Comprehensive Employment and Training Act (CETA), and occupational educational programs;

2.3.7 whether and what extent the proposed program will be conducted in-cooperation with other state and local community school programs, consumer education program, career education programs, metric education programs for adults, equal education programs for women, bilingual instructional programs for persons with limited English speaking ability, and with agencies responsible for institutionalized persons;

2.3.8 whether and to what extent the program proposed will provide health information and services, to the extent that they are available through cocperative arrangements with the

State Health authorities and will further cooperative arrangements between the state educational agency and State Health authority for the use of such information and services;

2.3.9 whether and to what extent the proposed program will utilize the results of research or techniques which have proven to be effective for the conduct of that type program;

2.3.10 whether and to what extent the programs will incorporate innovative or imaginative instructional methods; and

2.3.11 whether and to what extent the proposed program is desirable in light of the findings and recommendations of recent independent evaluation reports available to or sponsored by the State Agency.

2.4.1 Objectives for Instructional Program Approved under Provisions of Sections 304 and 306 (a) (1) of the Act and Section 2.0 of this Plan

The State Agency will provide for the accomplishment of the following program objectives:

1. Provisions will be made for the expansion of educational opportunity for adults.
2. Expansion of educational services will be provided for by increasing the number of adults served.
3. Provisions will be made for increased emphasis on teaching reading to adults.
4. Provisions will be made for increasing services to students in Adult Basic Education.

5. Provisions will be made to increase services to persons with limited English speaking ability.
6. Provisions will be made to increase services to institutionalized adults.
7. Provisions will be made to increase emphasis on program coordination with other agencies.
8. Provisions will be made for evaluation of programs.
9. Provisions will be established for participation by local adult educators and others in developing the Annual Program Plan.
10. Provisions will be established for accounting for funds utilized for adult secondary education and for institutionalized adults.

3.0 Programs conducted under Provisions of Section 309 of the Act

3.1 General

3.1.1 The State Agency shall set aside not less than 15% of the annual federal allotment for making grants to LEA's and public and private educational agencies, for the purposes of Section 309 of the Act to provide support for both special projects and teacher training programs.

3.1.2 The State Agency shall solicit from teachers, students, administrators, and other interested persons recommendations for priorities for projects under provisions of Section 309 of the Act. Through meetings and conferences a list of priorities will be established from these recommendations. The list of established priorities for special projects and/or teacher training shall be provided with the announcement of availability of funds.

3.1.3 Proposals may be received from local educational agencies, as defined in Section 1.2.0 of this Plan. All other agencies including state educational agencies, institutions and organizations and individuals shall submit proposals through the Request For Proposals (RFP) process. The State shall announce the availability of funds and solicit in a manner to insure free competition.

Proposals may be accepted from:

a) Local Educational Agencies

b) State Educational Agencies

c) Public and Private Agencies, Institutions and Organizations

d) Individuals

3.1.4 The State shall review and select for approval those proposals based upon criteria set forth in Sections 3.2.3 and 3.3 of this Plan.

3.1.5 Only those allowances which are provided for in applicable State law, policies and procedures, and under provisions of sub-part G, Appendices A, B, and D (as appropriate) of GEPR may be included as direct costs of the projects.

3.1.6 The State shall provide a compilation of all projects for each fiscal year in which funds under the provisions of this section are used to carry out such programs. Such compilation shall be indexed according to subject, descriptive terms, and location. Such indexing shall be in accordance with guidelines to be provided by the United States Office of Education, Clearinghouse on Adult Education.

3.2 Special Experimental Demonstration Projects

3.2.1 The State will develop a list of priorities for special experimental demonstration projects by eliciting recommendations from students, teacher, program administrators, representatives of other agencies, and other interested persons.

3.2.2 The State will make available to potential applicants, priorities, guidelines, and procedures as specified in Sections 3.1.2 and 3.1.3 of the State Plan for developing and submitting proposals for special experimental demonstration projects.

3.2.3 Proposals for special projects will be reviewed on the basis of the extent to which:

a) the priorities established are being met;

b) it is proposed to involve the use of innovative methods, systems, materials, or programs which:

(i) may have national significance; or

(ii) may be of special value in promoting effective programs under the Act; or

c) it is proposed to involve programs of adult education which are part of a community program, carried out in cooperation with other federal, or federally assisted State or local programs which have unusual promise in promoting a comprehensive or coordinate approach to the problems of persons with educational deficiencies;

d) the agency or individual submitting the proposal can assure the State Agency or their ability and intent to satisfactorily complete the proposed project;

e) the projected costs are reasonable and consistant with State policies statutes and guidelines.

3.2.4 The following dispositions of proposals will be made subsequent to their review:

a) approval

b) return for revisions

c) postponement of final decision pending receipt of additional information

d) rejection.

3.2.5 Provisions for appeal of decisions regarding disposition of proposals submitted under provisions of 3.0 of this Plan are specified in the Administrative Review Act which is Chapter 110 of The School Code of Illinois.

3.2.6 Within 15 days after approval of a special experimental demonstration project, the State agency will forward to the Commissioner an informational copy of the approved proposal.

Each project approved under the provisions of this section of the Plan shall submit to the State a final report of the project within 30 days following its completion. Within 120 days after completion of the project, copies of final reports and any evaluation reports of projects conducted will be submitted to the United States Commissioner of Education and to the Assistant Regional Commissioner, Occupational and Adult Education Programs, in the United States Region V Region Office of HEW.

3.2.7 The State will provide for dissemination of the results of special projects in a manner and to the extent it deems appropriate.

3.2.8 Within 90 days after the completion of a fiscal year the State shall forward to the Commissioner a compilation of all projects which funds were used to support under provisions of Section 309 of the Act. Such compilation shall be indexed, according to subject, descriptive terms, and location in accordance with guidelines provided by the United States Office of Education, Clearinghouse on Adult Education.

3.3 Special Teacher Training Projects under Provisions of Section 309 of the Act

3.3.1 The State Agency will make grants to local educational agencies, public and private agencies, institutions, individuals, and organizations for providing teacher training, special staff development activities, pre and inservice training to carry out the purposes of the Act.

3.3.2 The State will develop a list of priorities for teacher training projects by eliciting recommendations from teachers,

counselors, administrators, paraprofessionals, and others.

3.3.3 Proposals for training persons engaged, or preparing to engage as personnel in programs designed to carry out the purposes of the Act may be received from local educational agencies. State educational agencies, other public and private agencies, and individuals shall submit proposals through the Request For Proposal (RFP) process.

3.3.4 An alternative procedure for the submission of proposals for teacher training and staff development projects under the provisions of this section of the Plan may be approved by the State Agency as follows: A specified section of each proposal for projects approved under provisions of Section 304 of the Act and 2.0 of this Plan may be specified for teacher training and staff development and identified as an expenditure under provisions of Section 309 of the Act.

3.3.5 The State will make available to potential applicants, priorities, guidelines and procedures for developing and submitting proposals for special teacher training projects.

3.3.6 Teacher training and staff development project proposals submitted under provisions of Section 309 of the Act and this section of the Plan will be reviewed on the basis of whether and to what extent:

a) local planning and implementation is proposed;

b) the proposed activities include those programs planned and scheduled as regional, state, and national staff development activities;

c) provisions are included for participants to upgrade competencies in adult education; and

d) costs are reasonable in relation to the proposed activities.

3.3.7 Participants in teacher training programs funded under Sections 309 of the Act and 3.3 of this Plan may receive support and travel allowances which shall be in accordance with state law, policies, and procedures.

3.3.8 Each project approved for teacher training under provisions of this section of this Plan shall provide a final report to the State within 30 days after the conclusion of the project. The State shall submit to the Commissioner a copy of the final report and any evaluation report within 120 days following the completion of the project. Participants shall be selected for participation based upon their involvement or potential involvement in the Adult Education Program and their need for the inservice programs.

3.3.9 The State Agency will provide for submitting to the Commissioner an informational copy of project proposals approved for teacher training, staff development, and pre and inservice training activities under the provisions of this Section of the Plan. Informational copies of those projects which are established and funded not as a segment of a proposal for a project approved under provisions of Section 304 of the Act and Section 2.0 of this Plan shall be forwarded within 15 days after the date of approval of the project. For those projects that are approved

as a section of a proposal for a program under provisions of Section 2.0 of this Plan, informational copies will be forwarded to the Commissioner on October 15, or within 15 days after the date of approval if approved subsequent to October 1.

3.4.0. Special projects and teacher training proposals will be reviewed by panels whose criteria consist of, but are not limited to:

1. professional staff of the Adult and Continuing Education Section; and/or,
2. other appropriate professional staff of the Illinois Office of Education; and/or,
3. administrators of Adult Education programs; and/or,
4. teachers in Adult Education programs; and/or,
5. counselors and other professional staff of Adult Education programs.

4.0 Programs for Special Projects, Teacher Training, and Research Approved under Provisions of Section 306 (a) (4) of the Act

4.1.1 The State agency may make grants to local educational agencies and public and private non-profit agencies for special projects, teacher training and research projects.

4.1.2 The State agency shall solicit from teachers, students, administrators, and other interested persons recommendations for priorities for projects to be conducted under provisions of Section 306 (a) (4) of the Act. From these recommendations through meetings and conferences a list of priorities will be established.

4.1.3 Proposals may be received from local educational agencies, as defined in Section 1.2.0 of this Plan. All other agencies including State educational agencies, public and private agencies, institutions, organizations and individuals shall submit proposals through the Request For Proposal (RFP) process.

4.1.4 The State agency shall review proposals on the basis of the extent to which:

a) the priorities established are being met;

b) may be of special value in promoting effective programs under the Act;

c) involve programs of adult education which are part of a community program, carried out in cooperation with other federal, or federally assisted state or local programs which have unusual promise in promoting a comprehensive or coordinated approach to the problems of persons with educational deficiencies;

d) They can assure the State agency of their ability and intent to satisfactorily complete the proposed project; and

e) projected costs seem reasonable and consistant with State policies, statutes and guidelines.

4.1.5 The following dispositions of proposals will be made subsequent to their review:

a) approval

b) return for revisions

c) postponement of final decision pending receipt of additional information

d) rejection.

4.1.6 Provisions for appeal of decisions regarding disposition of proposals submitted under provisions of 4.0 of this Plan are specified in the Administrative Review Act, which is Chapter 110 of the School Code of Illinois.

4.1.7 Within 15 days after approval of a project under provisions of Section 306 (a) (4) of the Act, the State agency will forward to the Commissioner an informational copy of the approved proposal. Each project approved under the provisions of this section of the Plan shall submit to the State a final report of the project within 30 days following its completion. Within 120 days after completion of the project, copies of final reports and any evaluation reports of projects conducted will be submitted to United States Commissioner of Education and to the Assistant Regional Commissioner, Occupational and Adult Education Programs, in the United States Region V Regional Office of HEW.

4.1.8 The State will provide for dissemination of the results of special projects in a manner and to the extent it deems appropriate.

4.1.9 Within 90 days after the completion of a fiscal year the State shall forward to the Commissioner a compilation of all projects

supported by funds under provisions of Section 306 (a) (4) of the Act. Such compilation shall be indexed, according to subject, descriptive terms, and location in accordance with guidelines provided by the United State Office of Education, Clearinghouse on Adult Education.

5.0 Program and Project Evaluation

5.1 Projects funded under provisions of this Plan sections 2.0, 3.0 and 4.0 and Sections 304, 306 (a) (4), and 309 of the Act will be requested to provide for internal self-evaluation as a part of the project plans.

5.1.1 Provisions for external, independent evaluation will be provided for a representative group of projects funded under provisions of Section 2.0 of this Plan and Section 304 of the Act.

5.1.2 Special experimental, demonstration, research and teacher training projects funded under provisions of Sections 309 and 306 (a) (4) of the Act and 3.2, 3.3, and 4.0 of this Plan may have provisions for an independent evaluation as a part of their approved proposal.

5.2 Reports of independent evaluations shall be submitted to the Commissioner as required in sub-section 166.52 (c) of the Federal Rules and Regulations.

6.0 Program Coordination

6.1 Community Education Programs

6.1.1 Coordination with other service agencies of activities related to planning, implementing, and conducting programs under provisions of Section 304 of the Act and Section 2.0 of this Plan shall be encouraged.

6.1.2 A component of each submitted proposal for funds and support under provisions of Section 2.0 of this Plan and Section 304 of the Act will be devoted to a statement of coordination with:

a) Community action programs, work experience programs, VISTA, work-study programs, programs designed to provide reading instruction for adults, and other programs relating to the anti-poverty effort, and/or

b) Manpower development and training programs, including programs under the Comprehensive Employment and Training Act (CETA) and occupational education programs, and/or

c) State and local community school programs, metric education programs for adults, equal education programs for women, bilingual instructional programs for persons with limited English speaking ability, and with agencies responsible for institutionalized persons, and/or

d) Local health authorities to further the cooperative arrangements between the state educational agency and the state health agency and to provide health information and service to the extent available to adult students.

6.2 Arrangements between State Educational Agency and State Health Authority

The Illinois Office of Education shall provide for a cooperative agreement wirh the State Department of Public Health. No charge or payment is to

be levied for health information and services.

6.3 Other Agencies, Organizations, and Institutions

The Illinois Office of Education shall provide for, when legally permitted under the existing statutes and policies, cooperative agreements, formal and informal, with other public and non-public agencies to assist in promoting the objectives of the Act.

7.0 Target Populations in State

7.1 Need Statement

7.1.1 a) There is an estimated 3,150,000 persons in Illinois 16 years of age and older not required to be enrolled in school with less than a high school diploma.

b) Among Illinois citizens 25 years of age and older there is an estimated 75,000 persons with no school year completed.

7.1.2 There are approximately 2,141,000 persons in Illinois whose native language is other than English.

7.1.3 There are approximately 365,00 Spanish language persons with an approximate average grade level of 7.0 in the State. Approximately 50% of the persons with Spanish Language heritage are below literacy level.

7.1.4 There are approximately 7,280 adults, seventeen years of age and older incarcerated in State correctional institutions in Illinois. Approximately 85% of this group do not have a high school completion certificate. Their average educational functioning level is grade 6.7.

7.1.5 There are approximately 32,000 migrants and seasonal farm workers in the State with an average grade level of 3.5; about 70% of this group falls below the literacy level.

7.2 Service Statement

7.2.1 Since the inception of the program in fiscal year 1966, the cumulative total of 221,250 Illinois adults have been

served by this program. There remains a substantial number of persons to be served by adult education in Illinois.

7.2.2 There were approximately 21,759 adults served by this program in the fiscal year 1974.

7.2.3 There were approximately 5,385 Spanish surnamed persons served by this program in fiscal year 1974.

7.2.4 There were approximately 100 incarcerated adults served in fiscal year 1974 by this program.

COOPERATIVE AGREEMENT
between
DEPARTMENT OF PUBLIC HEALTH
and
STATE BOARD OF EDUCATION

In order to provide adult basic education to all adults 16 years of age and over on a statewide basis and commensurate with the physical and mental capacity to acquire learning which leads to greater employability and life enrichment, certain fundamental information must be secured. An essential prerequisite to such a program is the provisions of health information services for adults, the Illinois Office of Education and the Department of Public Health do hereby provide for the following cooperative arrangements to be carried on in the execution of the Illinois State Plan for Adult Basic Education under the Adult Education Act of 1969, Public Law 91-230 as amended.

Specific Provisions for Cooperative Services

1. The Department of Public Health will:
   A. Provide or arrange for the provision of health information services for adults in need of basic education to the extent that such informational services are available and may reasonably be necessary to enable such persons to benefit from the instruction provided by adult basic education programs under the State Plan;
   B. Indicate the locations throughout the State where health services and information will be available, and the general procedure by which a person can avail himself of such services;

C. Seek the assistance of its field personnel and others working in health fields in referring adults in need of basic education programs;

D. Provide and coordinate public health consultation to State and local educational agencies in connection with providing adult basic education for persons with special health handicaps.

2. The Illinois Office of Education and local educational agencies will:

A. Refer eligible persons for health services provided under the cooperative arrangements;

B. Will make available through their adult basic education programs health information provided by the Department of Public Health;

C. Assist the Department of Public Health in putting such information in such a form that it can be used in connection with adult basic education programs of instruction.

3. The Department of Public Health and Illinois Office of Education will consider adults eligible for participation in adult basic education programs to include all adults in need of basic education who are enrolled in such programs or who, but for health reasons, might be enrolled in such a program.

4. The Illinois Office of Education and the Department of Public Health will facilitate cooperative arrangements and activities between

County and local units of the health agency and school districts that are conducting adult basic education programs under the Illinois State Plan in order to achieve the specific provisions detailed above.

5. The Illinois Office of Education and the Department of Public Health will assist each other to the maximum extent possible for mutually promoting the objectives of the Adult Education Act of 1969.

IMPLEMENTATION

The Illinois Office of Education and the Department of Public Health will designate staff representatives who will have the responsibility for implementing this Statement of Understanding and Cooperation. The designated representatives will be responsible for drawing up a plan for the implementation of the five points set forth above under the Specific Provisions for Cooperative Services, and other points as are considered necessary for the full, immediate, and effective implementation of this Statement. The designated representatives shall also be responsible for the continuing implementation of this Statement.

This Statement of Understanding and Cooperation is limited to formalize and recognize existing, effective and harmonious working relationships between the Illinois Office of Education and the Department of Public Health

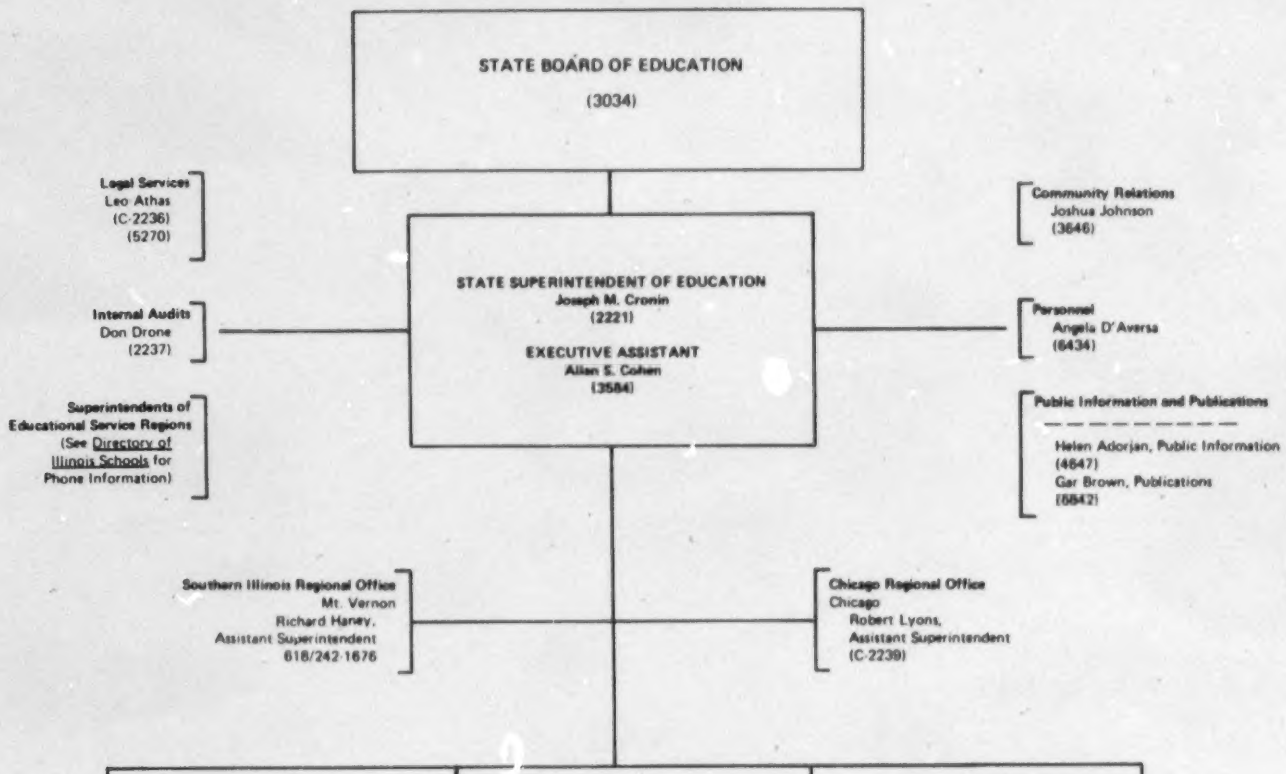
in Illinois. Further, this Statement is intended to meet the specific requirements of Section 306 (a) (3) of Public Law 91-230, as amended.

Director, Department of Public Health

June 16, 1975
Date

State Superintendent of Education

June 20, 1975
Date



Planning
John Alford, Assistant Superintendent* (4980)
Assessment and Evaluation
Thomas Springer (4823)
Educational Alternatives
Gordon Brown (3024)
Management Planning
Ron Allen (4980)
School District Organization
Richard Snowden (2962)

Governmental Relations
Don Eslick, Assistant Superintendent (6510)
Federal Relations
Emmett Slingsby (5782)
Legislative Research
Robert Clark (5753)
State Relations
David Carey (6513)

Research
Ted Storlie, Assistant Superintendent (3097)
Research
Sally Pancrazio (3103)

Program Development
Nelson Ashline, Assistant Superintendent* (5270)
ETV/ITV
Larry Broquet (5844)

Exceptional Children
Gloria Calovini, (Acting) Assistant Superintendent (3575)
Educational Media
Information Service
_____(2436)
Gifted Children
Gary Hoffman (7830)
Handicapped Children
James Travers (Acting) (6601)
Title I
Robert Hardy (6035)

Instruction
Earl Patton, Assistant Superintendent (2316)
Adult and Continuing Education
Wayne Gi[illegible] (5378)
Curriculum Development
Lyndon Wharton (5696)
Instructional Services
Harvin Cook (2826)
Safety Education
Edward Johnson (6094)

Urban and Bicultural Education
Robert Lyons, Assistant Superintendent (C-3226)
Bilingual Education
Ned Seelye (C-3850)
Equal Education Opportunity
Royce Derks (C-3226)
Urban Education and Ethnic Studies
Paul Gibson (C-3606)

Professional Relations and Services
Susan Bentz, Assistant Superintendent* (3774)
Certification and Placement
Barry Weiss (2804)
Teacher Education Program Approval
Larry Freeman (3774)

Pupil Services
Bill Page, Assistant Superintendent (4908)
Pupil Personnel Services
E. L. Grossner (2445)
Pupil Transportation
Ralph Sarto (7484)
School Foods
Robert Ohlzen (2491)
Title III, ESEA
Art Safer (3810)

Recognition and Supervision
Richard Small, Assistant Superintendent (2948)
Post Secondary
John Goudy (2117)
School Approval
Enno Lietz (5517)

Budget and Statistics
Warren Carson, Assistant Superintendent* (5506)
Budget
Frank Woodcock (7952)
Office Support Services
Bill Becker (5207)
Purchasing
Michael Crowley (5510)
Statistics
David Ellsworth (3950)

Data Services
Kenneth Smith, Assistant Superintendent (5677)
Data Network
Gordon Harr (6032)

Fiscal Management
Ron Reguly, Assistant Superintendent (7708)
Accounting
Charles Dravis (5727)
Audits
Art Cavender (7970)
Finance and Claims
Fred Bradshaw (5256)
Fiscal Procedure
Fred Paisley (5318)

Vocational and Technical Education
Sherwood Dees, Assistant Superintendent (4870)
Manpower Training
Delmar Slagell (4862)
Occupational Consultants
Louise Dailey (4877)
Professional and Curriculum Development
William Reynolds (7084)
Program Approval and Evaluation
James Galloway (4876)
Research and Development
Ronald McCage (4620)
Special Programs
James Smith (5098)

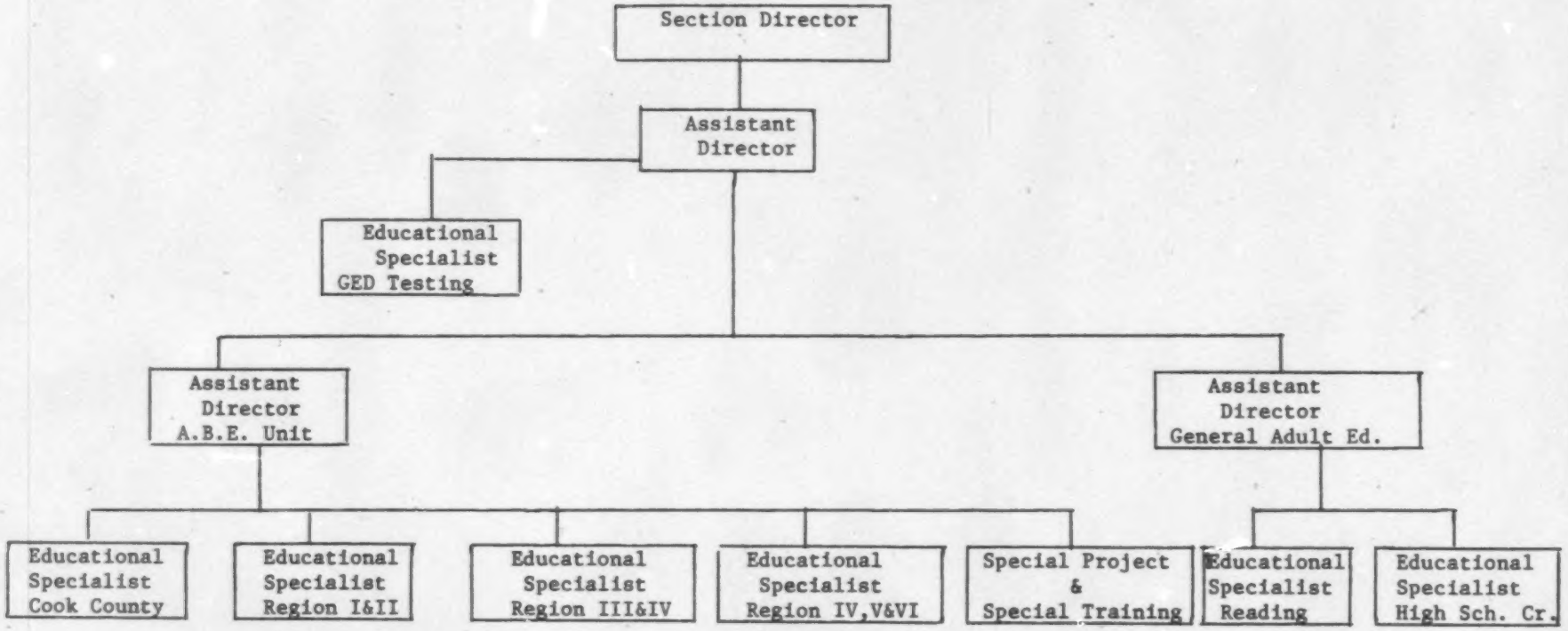
All telephone numbers are Springfield unless otherwise noted. The Springfield Prefix is 217/782. Those numbers preceded by "C" are Chicago. Outside calls dial Chicago Prefix 312/793 plus number. On Centrex, dial 172, then the number.

Illinois Office of Education
100 North First Street
Springfield, Illinois 62777
For General Information 782-6500
March, 1975

* Division Coordinators

APPENDIX B

ILLINOIS OFFICE OF EDUCATION
Adult and Continuing Education Section
June 1, 1975



Illinois Office of Education
Adult and Continuing Education Section

PRIORITIES
for projects conducted under Section 309 of the
Federal Adult Education Act, P.L. 91-230, as amended.

- Adult Education Coordination: Project proposals in the area of coordination are encouraged to review the Final Report of the Task Force on Adult and Continuing Education, "Today and Tomorrow in Illinois Adult Education" (1974). Of particular emphasis is the implementation of some of the recommendations, particularly those found in Chapters II and III of that report. Such proposals are encouraged to develop and implement a system, based on those recommendations, which can be evaluated in terms of program coordination, improvement, efficiency and cost-effectiveness.

- Adult Performance Level: The Adult Performance Level (APL) test and objectives will be completed and available for implementation during fiscal year 1976. Project proposals to conduct literacy assessments and develop instructional programs designed to meet APL objectives and other identified needs are encouraged to design systems to avoid duplication of work already completed. Proposals may also be developed to focus on the translation of APL objectives into curriculum and teacher competencies which would improve instructional programs funded to carry out the purposes of the Act.

- Bilingual/English as a Second Language: Special project proposals which focus on the needs of those with limited English speaking ability and the competencies to function in an English-speaking society are encouraged to emphasize materials, techniques and the delivery systems to improve the quality of instruction. In Illinois, both urban and rural populations should be given emphasis to reflect the needs of the limited English speaking population of the State.

- Curriculum Development: Special project proposals in curriculum development are encouraged to emphasize the articulation of curriculum models between levels and between classes on the same levels. Of specific concern are literacy, computation skills, career awareness, prevocational instruction, and the relationship of individualization to curriculum continuity.

- Dissemination: Proposals in the area of dissemination are encouraged to develop and implement mechanisms whereby all adult education programs in Illinois may have the advantage of information about

significant national trends in the field, special projects, research and teacher training programs carried out under Section 306 (A) (4) and 309 of the Act nationally and/or state-wide, and those aspects of instructional programs which show unusual promise of contributing to the overall improvement of programs funded to carry out the purposes of the Act. It is anticipated that this priority will be met through the request for proposal (RFP) process.

- Evaluation: Proposals in the area of evaluation are encouraged to emphasize the development of model systems for the internal and external evaluation of adult basic education programs. Assistance to local staff in the development of internal evaluation designs and in planning for independent, third party evaluations may also be included. A representative group of instructional programs should be included in the implementation of the external evaluation system during fiscal year 1976. Evaluation should be viewed as a comprehensive effort including, but not limited to, administration, the instructional program and supportive services. It is anticipated that this priority will be met through the request for (RFP) process.

- Family Education: Proposals in the area of family education are encouraged to review the comments of the National Advisory Council on Adult Education concerning the parental/child relationship and the best methods to enhance that relationship through adult education programs. Examples of such programs, nationally and in Illinois, may be examined with a view to designing methods and strategies whereby the mutual reinforcement of parent and child will improve the educational and social circumstances of the total family unit.

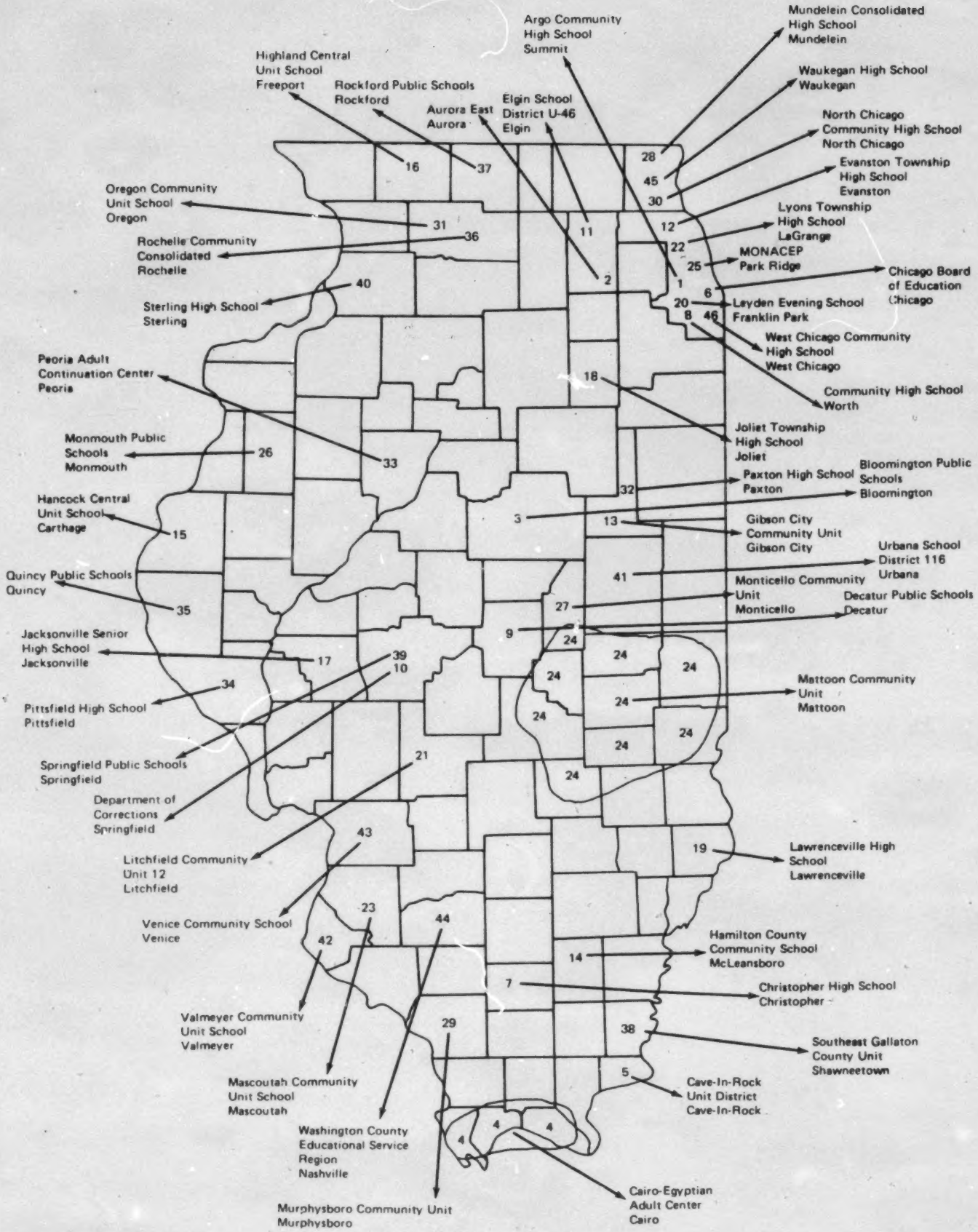
- Regional Resource Centers: The needs of adult students and personnel engaged, or preparing to engage, as adult education personnel may be served well by this approach in Illinois. The adult learner, techniques for effective teaching, and such critical curriculum concerns as basic literacy, computation skills, career education and curriculum articulation through the secondary level would be examples of some of the major thrusts such centers could provide. It is anticipated that this priority will be met through the request for proposal (RFP) process.

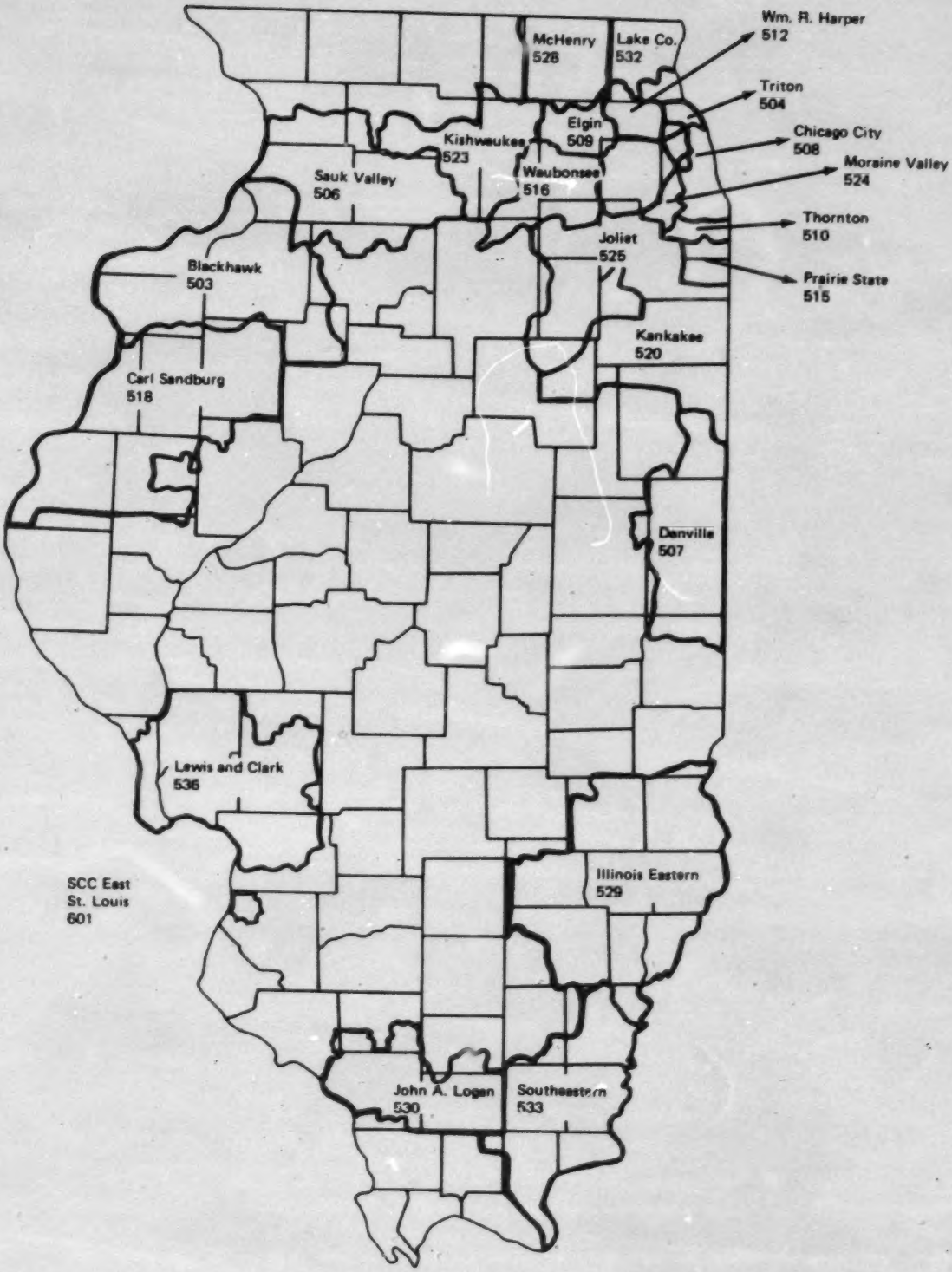
- Staff Development: Proposals in the area of staff development are encouraged to emphasize needs of the adult learner and innovative strategies, techniques and methods which will contribute to more effective and efficient instructional programs to carry out the purposes of the Act. As specified in Section 3.3.5 of the Illinois Annual Program Plan for Adult Education Programs under the Adult Education Act, the State Agency may provide for teacher training projects for those persons

engaged, or preparing to engage, as personnel in adult education programs under Section 304 of the Act.

- Supportive Services: Special project proposals in the supportive services are encouraged to emphasize such areas as publicity and recruitment techniques and student retention, motivation and counseling as they relate to the ongoing problems of serving a diverse adult population. Such proposals should be directed to designing strategies for a more effective and efficient program and/or programs of supportive services to improve the quality of instructional programs funded to carry out the purposes of the Act.

- The Undereducated, Handicapped Adult: Proposals which focus on the undereducated, handicapped adult are encouraged to address the needs of the physically, mentally and emotionally handicapped and devise instructional methods and techniques that can be demonstrated as effective. Such proposals are also encouraged to take into account social and economic benefits, as well as the educational advancement, which may accrue as a result of improved instructional programs for handicapped adults.


Argo Community High School Summit
Mundelein Consolidated High School Mundelein
Highland Central Unit School Freeport
Rockford Public Schools Rockford
Aurora East Aurora
Elgin School District U-46 Elgin
Waukegan High School Waukegan
North Chicago Community High School North Chicago
Evanston Township High School Evanston
Lyons Township High School LaGrange
MONACEP Park Ridge
Chicago Board of Education Chicago
Leyden Evening School Franklin Park
West Chicago Community High School West Chicago
Community High School Worth
Oregon Community Unit School Oregon
Rochelle Community Consolidated Rochelle
Sterling High School Sterling
Peoria Adult Continuation Center Peoria
Monmouth Public Schools Monmouth
Hancock Central Unit School Carthage
Quincy Public Schools Quincy
Jacksonville Senior High School Jacksonville
Pittsfield High School Pittsfield
Springfield Public Schools Springfield
Department of Corrections Springfield
Litchfield Community Unit 12 Litchfield
Venice Community School Venice
Valmeyer Community Unit School Valmeyer
Mascoutah Community Unit School Mascoutah
Washington County Educational Service Region Nashville
Murphysboro Community Unit Murphysboro
Cairo-Egyptian Adult Center Cairo
Joliet Township High School Joliet
Paxton High School Paxton
Bloomington Public Schools Bloomington
Gibson City Community Unit Gibson City
Urbana School District 116 Urbana
Monticello Community Unit Monticello
Decatur Public Schools Decatur
Mattoon Community Unit Mattoon
Lawrenceville High School Lawrenceville
Hamilton County Community School McLeansboro
Christopher High School Christopher
Southeast Gallaton County Unit Shawneetown
Cave-In-Rock Unit District Cave-In-Rock


McHenry
528
Lake Co.
532
Wm. R. Harper
512
Triton
504
Elgin
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Kishwaukee
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Waubonsee
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Chicago City
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Moraine Valley
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Sauk Valley
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Thornton
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Joliet
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Blackhawk
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Prairie State
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Kankakee
520
Carl Sandburg
518
Danville
507
Lewis and Clark
536
SCC East
St. Louis
601
Illinois Eastern
529
John A. Logan
530
Southeastern
533

STATE OF ILLINOIS

OFFICE OF THE GOVERNOR

SPRINGFIELD 62706

DAN WALKER
GOVERNOR

August 19, 1975

Mr. Ralph L. Goodman
Assistant Director
Adult and Continuing Education Section
Board of Higher Education
500 Reisch Building
119 South Fifth Street
Springfield, Illinois 62701

RE: State Plan for Adult Education
SAI 4.2 23 75 01

Dear Mr. Goodman:

The Illinois State Clearinghouse has completed the review of the referenced project, in accordance with the Office of Management and Budget Circular A-95 (revised).

Those reviewing the proposal included representatives of the Illinois Department of Local Government Affairs, the Illinois Office of Education, the Illinois Board of Higher Education, the Bureau of the Budget, the Governor's Office, and the State Clearinghouse. The review indicates that the proposal does not conflict with any of the plans, programs, or priorities of any cognizant State agency. However, it is suggested that the Office of Education should examine various indicators of <u>need</u> based upon available statistics in developing program criteria and funding allocations.

As described in your "State Plan Summary" - State Plan for Adult Education, Adult Education Act (Public Law 91-230) as amended.

APPENDIX E

It should be understood that the final authority for approval of this grant request rests with the funding agency; the purpose of this letter is to inform you and the funding agency that the proposal is not in conflict with State plans or policies.

This letter must accompany the application to the funding agency and will remain valid only through August 19, 1976. If the application is submitted after that date, or if the scope or impact of the proposal changes significantly before submission, you are required to submit a revised "Letter of Intent" for Clearinghouse review.

Thank you for your cooperation.

Sincerely,

Harlan H. Edmonds, Director
Illinois State Clearinghouse

cc: Tom Langford

ADMINISTRATIVE REVIEW ACT

267. #4. Commencement of action. Every action to review a final administrative decision shall be commenced by the filing of a complaint and the issuance of summons within 35 days from the date that a copy of the decision sought to be reviewed was served upon the party affected thereby. The method of service of the decision shall be as provided in the Act governing the procedure before the administrative agency, but if no method is provided, a decision shall be deemed to have been served either when personally delivered or when deposited in the United States mail, in a sealed envelope or package, with postage prepaid, addressed to the party affected thereby at his last known residence or place of business.

The form of the summons and the issuance of alias and pluries writs shall be according to rules of the Supreme Court. As amended by the act approved August 16, 1963. L.1963, p. 3018.

*

269. #6. Service of Summons. Summons issued in any action to review the final administrative decision of any administrative agency shall be served by registered mail on the administrative agency and on each of the other defendants except in the case of a review of a final administrative decision of the county board of school trustees or county superintendent of schools, as the case may be, when a committee of 10 has been designated as provided in Section 7-6 or 11-6 or The School Code,[1] and in such case only the administrative agency involved and each of the committee of 10 shall be served. Such service on the administrative agency shall be made by the clerk of the court by sending a copy of the summons addressed to the agency at its main office in the State. The clerk of the court shall also mail a copy of the summons to each of the other defendants, addressed to the last known place of residence or principal place of business of each such defendant. The plantiff shall, be affidavit filed with the complaint, designate the last known address of each defendant upon whom service shall be made. The certificates of the clerk of the court that he has served such summons in pursuance of this Section shall be evidence that he has done so. As amended by act approved September 1, 1967. L.1967, p. 3569.

[1]Chapter 122. ## 7-6, 11-6.

*The official text has deleted Section 268.